

Class Title: PUBLIC HEALTH PREPAREDNESS COORDINATOR

Jurisdictional Class: **Competitive**
 Date Adopted: **10/07**
 Date Revised:
 Jurisdictions: **County**
 Union Status:
 Pay Grade: **18**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, preparing and completing projects relative to an emergency-ready public health department by upgrading, integrating and evaluating local public health jurisdiction preparedness for a response to terrorism, pandemic influenza and other public health emergencies with federal, state, local, private and non-governmental organizations. These emergency preparedness and response efforts are intended to support continuous improvement of a national system of public health emergency preparedness that uses Centers for Disease Control preparedness goals and associated measures to monitor public health system response performance. The incumbent is assigned either to lead major projects or complete phases or projects. The work also involves the coordination or grant-funded activities with other municipal departments, collecting and analyzing data, and preparing documents necessary for community and economic preparedness activities. The work is performed under the general supervision of the Public Health Director. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes common planning framework to build and enhance preparedness implemented through interdisciplinary and multi-jurisdictional approaches that an incident of local, state or national significance would demand;
 Acts as a lead on preparedness projects by coordinating and directing activities such as data collection and analysis, and project implementation;
 Prepares and provides oversight of the preparation of a variety of plans and reports conforming to Department of Homeland Security requirements;
 Plans and conducts surveys to collect demographic and other related preparedness data;
 Collects, tabulates, and analyzes data for use in meeting New York State Department of Health grant deliverables;
 Coordinates grant and county-funded activities with other departments and agencies by participating in meetings with department and agency heads to discuss and evaluate county needs.
 Participates in studies involving research, investigation, and analysis of sociological, economic and environmental factors related to preparedness;
 Develops plans for large scale Points of Dispensing or stockpiled supplies, medications, etc.;
 May attend and participate in informational meetings and conferences with municipal officials providing technical assistance and guidance with respect to preparedness.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, methods and techniques used in disaster preparedness for economic and community development, municipal planning and training activities; Good knowledge of the principles and practices in administering and monitoring grant funds; Good knowledge of the federal, state and local laws, policies and programs related to the public health emergency preparedness development and planning process; Working knowledge of the business and economic conditions of the region; Ability to lead the work of others on projects by providing guidance and oversight of their activities as well as assigning and reviewing their work; Ability to plan, coordinate and implement planning projects; Ability to analyze factual data and prepare graphs, diagrams, and reports; Ability to understand, interpret and analyze complex oral and detailed written material and quantitative data; Ability to conduct studies and projects in development of preparedness plans; Ability to evaluate performance in training activities; Ability

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to use a personal computer to analyze data and statistics; Ability to facilitate public health response functions in the context of National Incident Management System (NIMS); Ability to communicate effectively both orally and in writing; Ability to develop and maintain effective working relationships with others; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Public Health **OR**
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a health related field and two (2) years experience in planning, implementing or administering a health program **OR**
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a health related field and four (4) years experience in planning, implementing or administering a health program **OR** High School Diploma and Six years experience as a first responder (emergency medical services, emergency management, fire, law enforcement) or military leadership experience **OR**
- (D) An equivalent combination of training and experience as defined by limits outlined in A, B, C, and D above.

SPECIAL REQUIREMENT: This class requires frequent travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

NOTE: Part-time work experience must be documented in number of hours. Part-time experience will be pro-rated at 18 ½ to 20 hours a week for 1 year equals 6 months of experience.

NOTE: Volunteer experience needs to be documented showing amount of hours per week and work performed. It will be pro-rated similar to the Part-time experience.